

Vacancy Announcement #P00-281 CRJ

VACANCY ANNOUNCEMENT

POSITION: Laboratory Clerk (Office Automation), GS-303-5

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Science and Technology
Laboratory Services
Forensic Science Laboratory - Washington
Rockville, Maryland

NOTES: Security Clearance Required

OPENING DATE: July 27, 2000

CLOSING DATE: August 28, 2000

**AREA OF
CONSIDERATION:**

All Sources and Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one applicant is received it will be considered under merit promotion.

MAJOR DUTIES: This position is located in the Forensic Science Laboratory – Washington, Laboratory Center (LC), Office of Science and Technology (OST). The incumbent functions as a Laboratory Clerk providing a wide variety of clerical and administrative assistance in support of the Laboratory Chief and other personnel in the Laboratory.

The incumbent performs the following duties:

- Utilizes personal computers and typewriters, types and otherwise prepares in final form a wide variety of correspondence, documentation and forms necessary to the operation of the office. Ensures correct punctuation, capitalization, spelling, grammar, syntax and conformance to established format and style.
- Provides assistance to the administrative assistant/secretary in the preparation of itineraries, travel arrangements, travel vouchers and related documentation for the supervisor and staff.
- Establishes and maintains files and records. Ensures that files are kept up to date and material is filed so that it will be retrievable at a later date. Locates and summarizes information from files and documents as instructed. Opens and distributes mail and provides other clerical and administrative support as needed.

- Receives callers and responds to telephone inquiries. Determines the nature and purpose of the calls, answers standard questions relating to administrative matters, or refers the caller to the appropriate person.
- Maintains an ample inventory of supplies for the office and assists in conducting required equipment and furniture inventory. Participates in the requisition process for equipment and supply purchases when necessary.

QUALIFICATION REQUIREMENTS:

Applicants must have at least one year of specialized experience equivalent to the GS-4 grade level.

A qualified typist is required.

All applicants must meet qualification requirements within (30) days after the closing date of the announcement.

Substitution of Education for Experience:

Four years of education above the high school level in any field for which high school graduation or the equivalent to the normal prerequisite is creditable may be substituted for experience. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial or technical school.

Applicants must show evidence (by self-certification) of typing skill of at least 40 words per minute. If this evidence is not shown, the applicant will not be considered for this announcement.

EVALUATION METHODS: All applicants will be evaluated and given points on relevant experience, education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software including personal computers and electric/electronic typewriters used to produce textual documents.

2. Ability to compile statistical data, assist with the preparation of narrative reports, and to maintain established filing systems commonly used by the staff.
3. Knowledge of procedures used to distribute and control mail, refer callers and visitors, and provide general non-technical information.
4. Ability to perform clerical responsibilities and organize workload with a minimum of supervision.
5. Demonstrated skill and ability to maintain positive interpersonal relationships in day-to-day operations and in dealing with the public, both in person and on the telephone.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
 - ☐ A pre-employment drug test is required.
 - ☒ A pre-employment background investigation is required.
 - ☒ Incumbent must be a U.S. citizen.
 - ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
 - ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
 - ☐ Other:
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GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the post-marked date of this announcement.

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the position for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
3. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.

8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

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B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☒ College transcripts of lists of college courses.
- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☒ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
- ☐ Other:

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (I-CTAP). If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (I-CTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, Standard Form 50, Notification of Personnel Action (SF-50), stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice (You must submit a copy of your SF-50 stating you were separated by RIF.); or
 - 2) Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place (You must submit a copy of a letter from your former agency certifying that it could not find employment for you back in the agency within 1 year after being on workers' compensation.); or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated (You must submit: a copy of the OPM letter stating that your disability annuity is being terminated because you have been certified as fully recovered or your earnings have reached or exceeded the amount requiring cancellation of your annuity **AND** a copy of a doctor's statement certifying that you are fully recovered and ready to return to work.); or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF. You must submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"; or
 - 5) Retired under the discontinued service retirement option (Submit a copy of your SF-50 that indicates "Retirement in lieu of RIF".); or

- 6) Were separated because they declined a transfer of function or directed reassignment to another commuting area. (You must submit a copy of your SF-50 indicating that you were separated because you declined a transfer of function or directed reassignment to another commuting area);
OR

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B. Be a former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code. (You must submit a copy of your eligibility letter from the National Guard or Military Reserve.)

- 1) Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
- 2) Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 3) Occupy or have been displaced from position in same local commuting area of position for which you are requesting priority consideration.
- 4) File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation)
- 5) Be rated well-qualified for the position (to be well-qualified, you must meet the mid-level range of the crediting plan for all factors).

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Position Management Branch
Attention: Cheryl Jenkins
Washington, DC 20226
(202) 927-6489
Telecommunications Device for the Deaf (202) 927-7941

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN BUREAU OF ALCOHOL, TOBACCO AND FIREARMS, CALL (202) 927-8423.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.